

**Minutes of the Meeting of Madley Parish Council held on Tuesday 5<sup>th</sup> April 2016 in Madley Parish Hall at 7.15pm**

Cllr P Hince (Chairman), Cllr I Clelland, Cllr R Beard, Cllr E Burman, Cllr F Griffiths, Cllr A Willcock, Cllr P Corcoran, Cllr N Hoskins and Cllr P Cobb.

**In attendance:** Ward Councillor S Williams (until item 6), Terry Griffiths – Lengthsman, Matt Aspinall – Parish Paths Officer and Mrs C Boyles - Clerk. There were four members of the public present.

	<b>Action</b>
<p><b>1 To accept Apologies for Absence</b> None.</p>	
<p><b>2 To receive Declarations of Interest &amp; Dispensation Applications</b> Cllr E Burman declared a Non-Disclosable Pecuniary Interest in item 7.1. Cllr R Beard declared a Non-Disclosable Pecuniary Interest in item 7.2.</p>	
<p><b>3 To consider Minutes of the Previous Meeting</b> The Minutes of the Meeting held on 1<sup>st</sup> March 2016, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.</p>	
<p><b>4 Presentation from Martin James on Highway/Traffic Proposals for Madley School</b> Mr James presented proposals to improve traffic issues around Madley School and requested support from the parish council for the proposals. Members asked if the Highways Department had been consulted as they would like to know what their thoughts on the proposals are. Mr James confirmed he would be in contact with the Highways Department. Cllr Beard offered to liaise with Mr James on the proposals and Ward Cllr Williams offered assistance if required. It was agreed for the clerk to circulate Mr James' contact details to members.</p>	<b>Clerk</b>
<p><b>5 Open Forum</b> 5.1 No report had been received from the Local Policing Team. 5.2 A report was received from the parish path officer. Cllr Hince would look at the footpath numbers on the map by the cross as it was thought these may have faded. A request for a wooden gate to replace the kissing gate on MY13 to make it more accessible was discussed. The landowner was happy for this to be done and it was agreed the clerk contact the locality steward to request this. 5.3 Cllr Williams had visited Brightwells and had also attempted to contact residents of Stoney Street about the planning application. He had requested an update on the TRO request for a speed reduction on Stoney Street and had been informed it was ranked 120<sup>th</sup> in the list, with around 9 per year currently being done. 5.4 Matters raised during the open forum: None.</p>	<b>PH/ Clerk</b>
<p><b>6 Clerk Update and to note Correspondence</b> The correspondence and clerk update were noted. A letter had been circulated from Peterchurch Parish Council and it was agreed that no action was necessary on this. Madley litter pickers will be holding a Clean for the Queen event on Sunday 8<sup>th</sup> May starting at 10.30am at the primary school car park. Cllr Beard and Cllr Hince would take part. Others would attend if they were able to. The clerk would request an update on the issues raised during the parish tour that recently took place. Further to enquiries on the Bridge Sollars Road improvements progress, a response had been received to say that it should be included in</p>	<b>Clerk</b>

BBLPs annual plan for this year and when the programme has been signed off, can be confirmed by BBLP. The clerk would ask if plans were available of the proposals.

7 **Planning applications (to be determined by Herefordshire Council)**

7.1 Planning application 160623, New House Cottage, Madley – Proposed tack room, stables and hay shed was considered.

**Resolved** that this application was supported.

Clerk

7.2 Planning application 160770, Upperton, 4 Town House Court, Madley – Proposed new entrance doorway to replace existing and new external stone steps and landing was considered.

**Resolved** that this application was supported.

Clerk

7.3 Planning application 160696, Outbuilding at Walnut Tree Cottage, 2 Rosemary Lane, Madley – Change of use from summer house to hair salon was considered.

**Resolved** that there were no comments on this application.

8 **Lengthsman Scheme**

8.1 Terry Griffiths talked through his worksheets and reported that Balfour Beatty had now carried out the work that had been awaited at Shenmore. He also detailed the work proposed with the remaining 2015/16. Road sweeping undertaken by the lengthsman was discussed. Brampton and Canon Bridge Roads had recently been swept with the mechanical sweeper by the lengthsman within the 30mph limits. As these roads were not kerbed, the lengthsman felt that it did not offer value for money as without kerbs the sweeper was causing damage to the verges, which meant it was actually making mess, rather than cleaning and was counterproductive.

**Resolved** that the proposed remaining works for the remaining 2015/16 budget were approved. All invoices to be sent to the clerk prior to the end of April for the final quarter claim to be submitted to Balfour Beatty.

Clerk

**Resolved** that mechanical road sweeping not be carried out by the lengthsman.

**Resolved** to authorise payment of six hours of lengthsman administration.

Clerk  
IC/  
Clerk

**Resolved** that Cllr Clelland draft an item for Tracking the News on the work carried out by the lengthsman and an update on other parish council business. This would be forwarded to the clerk for circulation prior to submission.

8.2 The draft annual maintenance plan documentation had been circulated and was considered.

**Resolved** that the annual maintenance plan was approved for the clerk to submit to Balfour Beatty.

Clerk

9 **To agree action to progress the Neighbourhood Development Plan**

**Resolved** that further to the annual parish meeting a working group be formed and a meeting scheduled for Tuesday 19<sup>th</sup> April at 7pm. The venue would be Swinmoor Farm and Kirkwells planning consultants would attend.

**Resolved** that the clerk would contact those who had put their names down for the working group to tell them about the meeting as well as publicising via the notice board, website etc.

Clerk

10 **To consider comments on the Community Infrastructure Levy Consultation**

Details of the consultation had been circulated.

**Resolved** that no comments would be made.

11 **Recreation Field**

11.1 The recreation field checklists were received and noted. The first grass cut was needed and the clerk would enquire with the contractors when this would be done. The clerk would also ask what the cost of football pitch marking is.

Clerk

11.2 The zip-wire and basket swing had now been installed and many positive comments had been received. It was felt that the grass matting at the launch end of the zip-wire needed to be extended as the ground around it was already getting damaged.

**Resolved** that the clerk contact Proludic to request the matting be extended. Subject to this occurring, the clerk was authorised to sign the acceptance and release payment.

Clerk

## 12 Finance

12.1 **Resolved** that the finance report was approved and the bank reconciliation verified.

12.2 The asset register was reviewed. It was agreed that the basket swing and zip-wire play equipment be added to the parish council insurance policy for their purchase value. The insurance company would automatically apply an inflationary increase to the other insured items when the renewal notice is issued.

**Resolved** that the asset register was approved.

Clerk

12.3 The risk assessment for 2016/17 was considered.

**Resolved** that the risk assessment was approved.

Clerk

12.4 **Resolved** for approval:

Clerk's salary for March 2016 as per contract of employment

PAYE £51.20, NI £0.00 Employee, £0.00 Employer

Mrs C Boyles (Reimburse stationery/office/postage/travel expenses) £27.80

Countrywide Grounds Maintenance (Grass cutting payment for February 2016) £70.39 (£58.66 exc. VAT)

HALC (Annual subscription renewal) £690.40 (£575.33 exc. VAT)

Duchy of Cornwall (Annual playing field rent) £960.00 (£800.00 exc. VAT)

Countrywide Grounds Maintenance (Grass cutting payment for March 2016) £70.39 (£58.66 exc. VAT)

Proludic Ltd (Play equipment supply and installation) £14,393.98 (£11,995.00 exc. VAT)

Mrs C Boyles (Reimburse purchase of notice board) £587.00 (£489.17 exc. VAT)

Terry Griffiths Contracts (Lengthsman scheme, invoice TGC1569) £450.00 (£375.00 exc. VAT)

Terry Griffiths Contracts (Lengthsman scheme, invoice TGC1570) £450.00 (£375.00 exc. VAT)

Dore Community Transport (Grant agreed for 2016/17) £50.00

Madley PCC (Grant agreed for 2016/17 towards churchyard maintenance/clock maintenance) £846.60

Payment ratified: SLCC (50% of training course for the clerk) £87.00 (£72.50 exc. VAT)

## 13 Matters for the Next Agenda (no discussion)

None.

**The meeting closed at 9.00pm**

**Next Meeting Tuesday 3<sup>rd</sup> May 2016.**